

OIT-0862-88

5 OCT 1988

MEMORANDUM FOR: All ADP Control Officers

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Office of Information Technology Direct Access Storage
Device (DASD) Policy -- (Replaces DASD Policy OIT 0494-
87 issued August 1987)

1. The increasing use of the Office of Information Technology (OIT) computer systems resources has resulted in unprecedented customer demands for on-line storage space (DASD). Our goals are to provide the best possible service at reasonable costs, ensure effective use of on-line and provide a planning procedure for predicting future DASD demands. Your cooperation in this effort will assist OIT in satisfying current and future DASD requirements. We recognize that customers will experience occasional "emergency" requirements for increased on-line storage. Such requirements should be addressed to the Systems Administration Branch, OIT, as they arise, and every effort will be made to accommodate them.

a. OIT budgets to handle normal DASD growth for AIM, MVS SHARE space, and VM, but does not have the funds to purchase "unplanned" DASD. Therefore, components requesting DASD above their current fiscal year projections will be required to provide funds for the additional DASD. Furthermore, once funding is made available, components must notify the Systems Administration Branch of OIT at least six months prior to the DASD allocation date to allow for the necessary planning.

b. During fiscal years when OIT's budget gets reduced, components may be required to supplement OIT with the additional funds for "planned" DASD or may have their requirements reduced, subject to negotiations.

2. The Automated Data Processing Control Officers (ADPCOs) are encouraged to review and respond to three monthly reports detailing DASD usage. These reports will include easy to follow instructions and should provide the ADPCOs with information which will allow them to more effectively monitor DASD allocation and usage. Attachment A provides detailed procedures for projecting, requesting and monitoring DASD. Basic policy statements are presented below and apply to all OIT VM and MVS systems:

a. The OIT office responsible for all customer DASD concerns is the Systems Administration Branch (SAB), Room GA2505 Headquarters. (USERID: CSSAIM,

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

b. All requests for DASD management services must be approved by the ADPCO or a designated alternate for the component involved.

c. ADPCOs will be requested annually to provide SAB with the projected amount of DASD required for their component, by system, for a five-year period beginning with Fiscal Year 1988. These requirements should be provided by 1 August of each fiscal year. Components will be allocated DASD for the current fiscal year based on the projection provided by the ADPCO. Projections for future years may be adjusted if submitted two months prior to the beginning of the fiscal year.

d. Inactive DASD (not used for a period of 90 days) will be considered for archival to tape for storage and deletion from the system upon review by and concurrence of the component ADPCO.

e. Unused DASD (DASD issued but containing no data within 90 days), excluding 191 (A) disks, will also be considered for deletion from the system upon review by and concurrence of the component ADPCO.

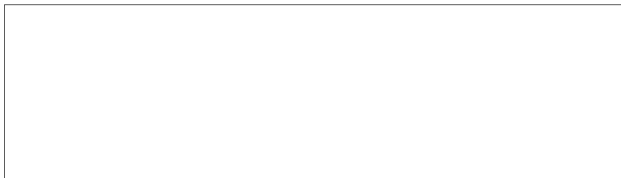
f. Overallocated DASD (three-cylinders and above), which is less than 30% full and more than 90 days old, should be reduced in size until additional space is required. (This DASD will be identified in the monthly "Effective Use Report" provided to the ADPCOs by SAB.)

g. DASD with invalid owner userids should be transferred to new owners or archived to tape for storage and deleted from the system. (This DASD can be identified by monitoring the monthly "Effective Use Report" provided to the ADPCOs by SAB.)

3. We solicit your support in making this a successful DASD policy. Our ability to adequately meet our customers DASD requirements depends on you. Please call or visit the Systems Administration Branch, OIT, or send a note to the userid CSSAIM, if you need further information regarding this policy.

4. NOTE: Paragraphs 1.a., 1.b., and 4 in this revised policy are new. They were approved by OIT's Information Management Technology Board on 22 August 1988. There are no other changes to the policy or to Attachment A referred to in Paragraph 2.

STAT



for Edward J. Maloney

Attachment:
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Office of Information Technology Direct Access Storage
Device (DASD) Policy

STAT C/CAD/CSG/OIT (1 Sept 88).

Distribution:

Original - Addressees

- 2 - D/OIT (w/att)
- 1 - CSG Chrono (w/att)
- 1 - CAD Chrono (w/att)
- 1 - SAB/CAD Chrono (w/att)
- 3 - OIT/ISC (w/att)

ADMINISTRATIVE - INTERNAL USE ONLY

Page Denied

Next 14 Page(s) In Document Denied